

Board of Library Trustees
Meeting Minutes 12-11-17

Attendees:

Susan Morse, Chair
Phyllis Hayward, Treasurer
Megan Campbell, Co-Chair
Sarah Caouette, Secretary
Elizabeth Morrison, Library Director
Maggie Kerrin, Town Administrator of Chelsea

Meeting was brought to order at 6:03 pm on December 11, 2017. **No motion was made/passed to approve November minutes.**

Adjustments: Elizabeth would like to add safety protocols to the agenda for this evening

Maggie Kerrin joined the board for the first half of the meeting to discuss matters of compliance, particularly regarding funding and accounting. Kerrin provided emails from Sarah Jarvis at VT League of Cities and Towns, as well as the LCT handbook, to lay out the expectations of town-supported/operated (municipal) boards. Kerrin expressed her visit is to “get everyone on the same page” in regards to compliance. She referenced various sections in the handbook and emails to highlight the specific language being used when talking about transparency and compliance (particularly pages, 24 & 25 in the handbook). Some of the topics covered were: invoices/payouts, debit/credit card purchases and petty cash, payroll, identifying as a municipal institution vs. private entity vs. non-profit, assets and investment earnings, fundraising funds and Friend’s group

The board at this time has already taken the appropriate steps toward town management of payroll and accounting (with Jane). There will be additional updates, as this process unfolds.

Treasurer’s Report approved

Librarian's Report approved

Library News:

- Art Opening turnout. Thank you for all the food!
- Gifford would like to hold a Diabetes Prevention class in the library (Thurs. 9-10am).
Board discussed User Agreement for the space and Liability
- Investigate pricing for a new logo/branding (Elizabeth & Sarah will gather info. Contact Heidi G. and FarmRun Design)
- Cheryl will be using the leftover of pieces from Toni's wreath activity, to make wreaths that can be sold
- Card carousel set up to sell cards for the library
- Toni and Elizabeth will be out of town for a few days. Subs are already lined up.
- Elizabeth provided a ballpark figure for purchasing three new computers. Board would like to set a budget of \$2000 (for computers and software). Elizabeth will continue to research what is out there and will share update next week.
- Children's Librarian Report submitted and reviewed
- A proposal to expand the Library's newsletter was submitted by Elizabeth and Sarah
- Discussed safety protocols. Elizabeth will research options.

Chair Updates:

- Susan and Phyllis presented the Town Budget with even funding (**Approved by the Board**)
- Susan researched the cost of a PA system and what it would entail for the Library to purchase one for upcoming events Vs. renting one. The Library has four events already lined up for this year.

Rental cost: \$100/night

Purchase cost: around \$2000

The library would also need someone to operate the system if they were to go the purchasing route. **No motion was made/passed**

Meeting adjourned at 8:05